

Vacancy Announcement #P00-273 DMH

VACANCY ANNOUNCEMENT

POSITION: Criminal Investigator, GS-1811-14
(Program Manager)

LOCATION: Bureau of Alcohol, Tobacco and Firearms
Office of Training and Professional Development
Washington, DC

OPENING DATE: July 24, 2000 **CLOSING DATE:** September 22, 2000

**AREA OF
CONSIDERATION:** Bureau-wide

TOP SECRET CLEARANCE REQUIRED.

NOTES: More than one selection may be made from this announcement.

A certificate will be issued to the selecting official
every thirty (30) days from the opening date.

Possible vacant program manager positions include: Arson Program; Explosives Program; Firearms Tactical Program; Firearms Trafficking Program; International Program; Incident Command System Program; New Employee/On-the-Job/Career Program; Advanced General Investigative Program; and Tactical/Field Operations Program.

MAJOR DUTIES: The incumbent develops and implements new and ongoing training programs designed to change the performance of the Bureau and external agencies. Performs short and long-range planning and implementation of training policy in specialty areas. Responsible for the management of a training program that is a primary, main mission Bureau program or a Bureauwide program of major importance and complexity. Provides professional leadership and guidance in extending, improving, and monitoring existing programs and devising, developing, and implementing innovative changes and long term improvements.

QUALIFICATION REQUIREMENTS: All applicants must have had at least one (1) year of specialized experience equivalent to the GS/GM-13 grade level in the Federal service. Applicants must meet all qualification requirements within 30 days of the closing date of this announcement.

Specialized Experience: Experience which is in or directly related to the investigation of criminal violations that provided the specific knowledge, skills, and abilities to successfully perform the duties of the position. Examples of qualifying experience include:

Leadership of, or membership in, a military intelligence or criminal investigative team or component in which the principal duties consisted of security investigation, intelligence gathering, or criminal prosecution. Analyzing or evaluating raw investigative data and preparing comprehensive written investigative reports. Investigating criminal cases requiring the use

of recognized investigative methods and techniques, and that may have included appearing in court to present evidence. Supervising or conducting interviews or interrogations that involved eliciting evidence, data, or surveillance information. Law enforcement work in which 50 percent or more of the time involved criminal investigations requiring the use of surveillance, undercover, or other criminal detection methods or techniques.

MUST DISPLAY AND MAINTAIN REQUIRED PROFICIENCY WITH FIREARMS, AS DESCRIBED IN ATF POLICY.

Non-Qualifying Experience: Experience that did not require the application of investigative techniques is not qualifying. This would include routine police or guard work involving traffic patrol, control of access to buildings, or similar duties.

EVALUATION METHODS: Status applicants will be evaluated and given points on relevant experience; formal college level education; training and self-development within the past five years; OSI, SSP, Special Act and Suggestion awards; current performance appraisal; and the Supplemental Experience Statement. Non-status applicants will be evaluated on relevant experience and the Supplemental Experience Statement. The following factors in the Supplemental Experience Statement will be used as the basis for determining the best qualified applicants.

SUPPLEMENTAL EXPERIENCE STATEMENT

Describe on separate sheets of paper your work experience, training and/or awards, volunteer experience or hobbies. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities.

1. Ability to apply subject matter expertise in order to analyze training needs and develop and implement training programs that support the Bureau mission and/or Government-wide requirements. (Applicants should describe their experience and expertise in the specific program area for which they are applying.)
2. Ability to negotiate with others in a way that develops understanding of proposals and plans, and to serve as a team leader in training projects.
3. Knowledge of enforcement responsibilities of the Bureau, including the laws and regulations enforced, jurisdictional policies, and the interrelationships between various directorates. (Applicants should describe their experience and expertise in the specific program area for which they are applying.)
4. Ability to communicate orally and in writing with all levels of the organization, including students, instructors, staff, ATF management, Departmental officials and other Government agencies.
5. Ability to learn and apply established standards for the development, delivery and evaluation of training, and to manage program resources and prepare reports on program activities.

CONDITIONS OF EMPLOYMENT

The following statements are applicable if checked:

- ☐ A pre-employment drug test is required.
- ☒ Position is subject to random drug testing. The tentative selectee (if

not currently occupying an ATF testing designated position) will be

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required to submit to urinalysis to screen for illegal drug use. Appointment to this position is contingent upon receipt of a negative test result.

- ☒ A pre-employment background investigation is required.
- ☒ Incumbent must be a U.S. citizen.
- ☒ Male applicants born after December 31, 1959, must be registered with the Selective Service System.
- ☐ Subject to a supervisory/managerial probationary period.
- ☒ Reimbursement of relocation costs will be authorized.

GENERAL INFORMATION

1. Applications will not be returned to applicants.
2. Applications must be received by the closing date of this announcement. The postmarked date will be considered only for those persons applying as non-status applicants for "ALL SOURCES" announcements.

NOTE: Full performance level of position is GS-14.

HOW TO APPLY:

- A. Candidates may submit a resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment. OF-612 may be obtained by contacting us at the address and telephone number below, or by dialing into the Office of Personnel Management's electronic bulletin board system at 912-757-3100, or through the Internet, (Telnet connections only at FJOB.MAIL.OPM.GOV). The SF-171 is no longer available for distribution.

Your application must contain the following information:

1. Title, series, grade and vacancy announcement number of the vacancy for which you wish to be considered.
2. Full name, social security number and mailing address.
3. Daytime and evening telephone numbers.
4. For experience most relevant to this position, include name of employer, dates of employment, job title, grade (if applicable), start and end dates, and a description of duties and responsibilities.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location and date of high school and college attended.
7. Type of degree, if any, date received, GPA, major/minor field of study.
8. Relevant training: course titles, dates, number of hours and institutions.
9. Description and year of awards, honors, and special qualifications, such as language and computer skills, and typing speed.
10. Clear identification of U.S. citizenship.

- B. Additional information/completed forms should be submitted, if checked:

- ☒ Written response to the Supplemental Experience Statement.
- ☐ DD-214, if claiming 5 point preference. (For non-status consideration only.)
- ☐ Both DD-214 and SF-15, if claiming 10 point preference. (For non-status consideration only.)
- ☐ College transcripts of lists of college courses.
- ☒ Race and National Origin Identification Form - ATF F 2931.1 (attached) (Optional). Information submitted will be used for statistical reports only.
- ☒ OPM Form 306, Declaration for Federal Employment (attached).
- ☒ Performance appraisal, dated within the last year. If you do not submit an annual performance appraisal dated within the last year, you may choose to submit your last 3 appraisals - they will be added together and averaged to

arrive at a score for that portion of the ranking. If your application package does not contain all other supporting documentation, you MAY NOT be considered for this position. (For status consideration only).

☒ Current/former Federal employees - SF-50 - reflecting competitive status.

☐ Applicants with disability or veterans eligible for non-competitive appointment - provide appropriate documentation.

☐ Current Notice of Results

☐ Competitive examining authority has been delegated to ATF by the U.S. Office of Personnel Management. Non-status applications will be forwarded to the Delegated Examining Unit for rating, ranking and referral. Status candidates who wish to be rated under both merit promotion and competitive procedures must submit two complete applications.

☐ Self certification for typing proficiency.

☒ Self-initiated training and self-development taken within past five years (courses, training sessions or seminars that are three or more days in length). Provide month/year of class, title and length of class. (For status consideration only.)

☒ Applicant Response Form (attached).

SEND COMPLETED APPLICATION TO:

Bureau of Alcohol, Tobacco and Firearms
Personnel Division, Room 4170
Attn: Diane Howard
650 Massachusetts Avenue, NW
Washington, DC 20226
(202) 927-8630 TDD users call (202) 927-7964.

**TO FIND OUT ABOUT OTHER JOB OPPORTUNITIES USE WEBSITE
WWW.USAJOBS.OPM.GOV OR WWW.ATF.TREAS.GOV**

THE BUREAU OF ALCOHOL, TOBACCO AND FIREARMS PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES ON A CASE-BY-CASE BASIS. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE POINT OF CONTACT LISTED ON THIS VACANCY ANNOUNCEMENT.

AN EQUAL OPPORTUNITY EMPLOYER

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, AGE, SEX, NATIONAL ORIGIN, NON-DISQUALIFYING DISABILITIES, RELIGION, SEXUAL ORIENTATION, MARITAL STATUS, OR ANY OTHER NON-MERIT REASON.